

GENERAL

WORK PRACTICE

TRAINING EIN - Electrical Installation Notice
OBSERVATIONS Working At Height
TESTING GLV
COMMUNICATION PSSR
COC - Certificate Of Compliance
Electrical Practitioner
Works Delivery
isolation
ICAR - Improvement Corrective Action Report
WOPA - Working On Private Assets
Cable Joints
DE-ENERGISED Network Services
GROUND SERVICES
CULTURE
OVERHEAD
AUDIT
MENTOR
AURORA-ENERGY
IMPROVEMENTS
licensing
behaviour
legislation
Aurora Energy
Cable Joints
driving

TRAFFIC MANAGEMENT

WORK PRACTICE

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TasNetworks
Delivering your power

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1 WHAT THIS PRACTICE DESCRIBES

Requirements and guidelines for traffic management .

2 WHY IT IS REQUIRED

- Comply with current Government, Regulations, Codes and Traffic Standards.
- Provides safe work sites.

3 WHO IT APPLIES TO

All persons working for or on behalf of TasNetworks involved with :-

- Planning, designing and scoping traffic management requirements.
- Implementing traffic and pedestrian management.

4 GENERAL REQUIREMENTS

4.1 DEFINITIONS & ABBREVIATIONS

Reference - AS 1742.3 Manual Of Uniform Traffic Control Devices Part 3: Traffic Control For Works On Roads.

4.1.1 ROAD RESERVE

The area either side of the road way to the customer's fence or property boundary (includes footpaths).

4.1.2 OPEN ROAD

Roadside development less frequent than that specified for a built-up area.

4.1.3 TASNETWORKS JOB MANAGER

A competent person with the authority to manage work sites where traffic management is implemented.

4.1.4 TMP

Traffic Management Plan.

4.1.5 TMC

Traffic Management Contractor under Contract to TasNetworks to implement TMPs.

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4.1.6 WORK SITE

As defined in section 1.4.23 of AS 1742.3 covering traffic management but, also includes :-

- Where TasNetworks work tasks will be carried out.
- The defined safe work area covered by an Access Authority, if one is issued, under the Power System Safety Rules.

4.1.7 EMPLOYEE

Means any person working for TasNetworks or a Service Provider working for TasNetworks, involved in setting up traffic management.

4.1.8 MANAGER OR LINE MANAGER OR JOB MANAGER

Means any person working for TasNetworks or a Service Provider working for TasNetworks, involved in managing employees at a work site and/or in carrying out traffic management activities at a TasNetworks work site.

4.1.9 SERVICE PROVIDER

Person, persons, Labour Hire, a Company or Firm engaged (usually under contract) to perform work for TasNetworks, such as Civil Contractors.

4.2 COMPLIANCE

4.2.1 RELEVANT LEGISLATION, CODES AND STANDARDS

- **Traffic Act 1925** – relating to authority to erect traffic control devices
- **Roads and Jetties Act 1935** – relating to authority to undertake works in a State road
- **Local Government (Highways) Act 1982** – relating to authority to undertake works in a local road
- **Road Rules 2009** – relating to laws applying to all road users and provisions for exemptions for road workers in certain circumstances
- **Workplace Health and Safety Act 1995, Workplace Health and Safety Regulations 1988, Workers Rehabilitation and Compensation Act 1998** – relating to the responsibilities of employers and employees to provide and maintain a safe work site
- **Disability Discrimination Act 1992** – relating to the responsibility to provide clear access pathways for people with disabilities
- Relevant State and Commonwealth legislation governing other Authorities, e.g. **Forestry Act 1920, Electricity Supply Industry Act 1920, Water and Sewerage Industry Act 2008, Telecommunications Act 1997.**
- [AS 1742.3 Manual Of Uniform Traffic Control Devices Part 3: Traffic Control At Work Sites](#) and associated standards.
- [Traffic control For Works On Roads, Tasmanian Guide 2011](#), Department Of Infrastructure, Energy and Resources (DIER).

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4.2.2 TRAFFIC MANAGEMENT PLANS (TMPS)

Development of TMPS in accordance with AS 1742.3

4.2.3 RECORD KEEPING

As per section A2, RECORD KEEPING, of APPENDIX A of AS 1742.3.

4.2.4 TRAFFIC MANAGEMENT QUALIFICATIONS

4.2.4.1 FIELD EMPLOYEES IMPLEMENTING A TMP

- Only a person who has completed Intermediate level : “Implement Traffic Management Plan” can implement a Traffic Management Plan.
- **Note** : Until 31 August 2012, personnel who have satisfactorily completed Traffic Controller training* before 1 September 2011(also known as “**Stop And Slow Bat**”) will be permitted to undertake basic worksite traffic management activities under the supervision of someone who has, as a minimum, satisfactorily completed the ‘Implement Traffic Management Plan’ unit or equivalent.
- After 31 August 2012 all persons in a work crew involved with setting up a TMP must have “Implement Traffic Management Plan” accreditation.

4.1.1.1 FIELD AUDITORS & BACK OFFICE SUPPORT

Involved with recommending issue of TMPS or setting up TMPS must have :

Intermediate: “**Implement Traffic Management Plan**”.

Advanced: “**General and Advanced Worksite Traffic Management**”.

These qualifications apply to persons involved with, auditing traffic sites, providing technical support/planning and, designing and updating TMPS.

4.2.5 TMC SETTING UP TMPS AT TASNETWORKS WORK SITES

For Traffic Management Contractor employees setting up and monitoring traffic management plans at TasNetworks work sites :

- Must have – **Instructed Person** Qualification.
- This covers off the need for TMC employees to receive training and be authorised as **Instructed Persons** under the Power system Safety Rules.

4.2.6 TRAINING AND REFRESHERS

1. Personnel undertaking traffic management activities in the road reserve must have satisfactorily completed the Australian Qualifications Framework Resources and Infrastructure Industry training package unit RIIOHS302A – ‘Implement Traffic Management Plan’ or equivalent.
2. In addition to the above qualification, where manual traffic control is required it shall be performed by those who have also satisfactorily completed the Australian Qualifications Framework Resources and Infrastructure Industry training package unit RIIOHS205A – ‘Control Traffic with a Stop/Slow Bat’ or equivalent.

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3. As a minimum, traffic management plans must be certified by a person who has satisfactorily completed the Australian Qualifications Framework Resources and Infrastructure Industry training package unit RIICWD503A – ‘Prepare Work Zone Traffic Management Plan’ or equivalent. Satisfactory completion of the training specified at 1. (Implement Traffic Management Plan) is a pre-requisite.
4. For works involving more complex traffic arrangements, or staging, or both, traffic management plans shall be prepared by a person who has satisfactorily completed the Australian Qualifications Framework Resources and Infrastructure Industry training package unit RIICWD503A – ‘Prepare Work Zone Traffic Management Plan’ or equivalent and the Australian Qualifications Framework Resources and Infrastructure Industry training package unit RIIRIS301A – ‘Apply Risk Management Processes’ or equivalent. Satisfactory completion of the training specified at 3. (Prepare Work Zone Traffic Management Plan) and at least 12 months experience in the previous 3 years in selecting/modifying traffic control plans are pre-requisites.
5. Personnel are required to complete refresher training at three year intervals to keep up with ongoing changes to standards and legislation. Employers are required to ensure that employees’ qualifications are sufficient and current.
6. TasNetworks employees requiring training in traffic management need to book ahead through the TasNetworks Training Centre, Mornington, Hobart as early as possible by telephoning the business support officer ph:03 62448320.

4.2.7 POWER SYSTEM SAFETY RULES

- All employees at a TasNetworks work site shall comply with the Power System Safety Rules (PSSR) where applicable and, in this regard;
- Shall be required to sign on and off when accessing or egressing a TasNetworks work site if an **Access Authority** has been issued.

4.2.8 PPE

- Employees must wear high visibility safety clothing or a high visibility vest at all times while on a work site involving traffic management or near moving vehicles and mobile plant.
- A safety helmet must be worn at all TasNetworks work sites in the area enclosed by traffic management equipment.
- The requirements for appropriate PPE shall also apply to casual visitors to the site, such as auditors or project managers.

4.2.9 EMPLOYEE IDENTIFICATION

- All TasNetworks employees and, Contractor employees working for or on behalf of TasNetworks, are required to have a current **Identification Card**, issued by TasNetworks, when accessing private property.
- Contact the TasNetworks Energy Training Centre as early as possible to obtain an Identification Card, by phoning the Business Support Officer on 0362448320.

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4.3 RESPONSIBILITIES AND ACCOUNTABILITIES

4.3.1 MANAGERS

Must ensure :-

- Field work crews and vehicles are adequately resourced in regard to traffic management training and equipment (signs, cones, flashing lights etc.).
- This procedure is implemented, and that employees are competent to carry out traffic management implementation, and conduct regular site audits to check compliance.
- Traffic management refresher training is conducted every three years.

4.3.2 EMPLOYEES

Shall comply with this procedure and implement the TMPs where applicable.

4.4 AUDITING

Audits shall be conducted to ensure TMPs are set up correctly at TasNetworks work sites.

4.5 TRAFFIC OFFENCES

If an offence occurs at a TasNetworks worksite, such as a vehicle failing to stop at a displayed stop sign or, causing an accident at the site through failure to comply with the traffic management rules in place, comply with the following instructions:

- Do not attempt to stop the vehicle.
- Write down the vehicle registration number and other relevant details.
- If the vehicle has stopped because of an accident at the site, if you have a camera with you, take pictures as well.
- Provide this information to your Team Leader.
- The Team Leader shall report the offence to the police.



4.6 TRAFFIC ACCIDENTS



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If an accident occurs at a TasNetworks worksite, comply with the following instructions:

- Provide assistance to anyone injured.
- Notify emergency response authorities such as ambulance, police, and fire brigade.
- Control traffic around the accident site preferably using a traffic controller.
- Record names and addresses of witnesses and other relevant details of the accident.
- Report the accident to your Team Leader as soon as possible. There may be a requirement for you to fill out a Safety Incident Form.
- Keep a record of the traffic management plan (TMP) for the site for future reference.

4.7 RECORD KEEPING

A written record shall be kept of each TMP implemented, in the Traffic Management Log Book contained in the work vehicle, which is available through TasNetworks Stores via stock item number 37-14-91.

4.8 FLEET MANAGEMENT

4.8.1 GENERAL

Line Managers must ensure existing TasNetworks vehicles used for traffic management are checked for old non reflective traffic management signs etc. that do not comply with AS 1742.3 and then, ensure the vehicles are properly fitted out with traffic cones and signage etc. in compliance with AS 1742.3 and associated standards before these vehicles are permitted to be used for traffic management.

Fleet personnel involved in purchasing new vehicles shall :-

1. Consult with the relevant Line Manager to determine in advance what traffic signage and associated equipment is required and then determine if any alterations are required to the new vehicle(s) and then;
2. Ensure the new vehicles are kitted out with the new traffic management equipment required prior to purchase and delivery for field use.

4.8.2 VEHICLES CLASSED AS PLANT

AS 1742.3 has a requirement that where traffic flow exceeds 1500 vehicles per day past the intended work site (approx. one every minute) a support vehicle is required to be fitted with a type A (smaller sign for light vehicles) or type B (for large vehicles and plant) flashing arrow sign.

TasNetworks has received special dispensation from the Tasmanian, Department Of Infrastructure, Energy and Resources (DIER) to have large vehicles, such as EWPs and Prolines, classed as plant and therefore, it is only necessary to have two rotating flashing lights fitted instead of the flashing arrow sign (either side of the cabin roof is preferred to provide best visibility to oncoming traffic).

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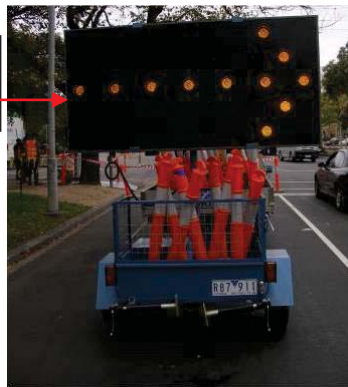
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Therefore, Line Managers must ensure all existing EWPs and Prolines are, fitted with a minimum of two rotating flashing lights to comply with the DIER requirement.

4.8.3 VEHICLES NOT CLASSED AS PLANT

- Work vehicles normally used for road works (e.g. utes, work vans or small flat trays), must be fitted with twin rotating flashing lights, so they can be used on roads where traffic flow does not exceed 1500 vehicles per day beyond which;
- These vehicles must, be fitted with a type A flashing arrow sign to cope with traffic flow exceeding 1500 vehicles per day or;
- Have a support vehicle or trailer fitted with a type B flashing arrow sign, as shown by the following example.

Large type B Flashing Arrow Sign



- For vehicles not normally used for road work purposes, only a single rotating flashing light is required (or portable unit that can be placed on the roof when needed).

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5 TRAFFIC MANAGEMENT PLANS (TMPS)

5.1 SERVICE PROVIDERS WORKING FOR TASNETWORKS

The requirements of this TasNetworks procedure for traffic management must be complied with by Service Providers working for TasNetworks (e.g. Civil and Cartage Contractors) unless a Traffic Management Contractor will be engaged at all times implement and monitor traffic management plans on site.

Where a Service Provider will be working to TasNetworks traffic management requirements :-

- A hard copy of this procedure and associated traffic management plans (TMPs) will be provided upon request.
- The Service Provider must ensure all traffic management equipment (cones, bollards, speed signs etc.) complies with AS 1742.3 and associated standards.
- Service Providers employees must be trained and accredited to the appropriate level to be permitted to implement and monitor traffic plans.
- The Service Provider must adopt and follow all the same principles and guidelines contained in the procedure.

5.2 TMP GENERAL REQUIREMENTS

A copy of all TasNetworks TMPs are contained in the back of each Traffic Management Log Book.

TasNetworks TMPs cover open roads and non busy back street urban roads and have been provided for implementation under the following conditions :-

- Traffic flow is minimal.
- The road is straight with good visibility to oncoming traffic from both directions.
- The vehicle(s) can be parked safely on the road, road verge or shoulder or, in an off road parking lane.
- The TMP shall not be set up :-
 - On a corner or sharp bend.
 - Near or at traffic lights.
 - On roundabouts.
 - At major intersections.
 - On bridges.
 - Where there are too many pedestrians to manage, even after using Closed Footpath Signs.
 - Where public vehicles would have to cross the centre of the road or centre line where the TMP is set up, unless the specific TMP indicates otherwise.
 - Where more than 1500 vehicles pass the work site the work per day (about one every minute) and the work vehicle is not classed as plant (EWP, Proline or Crane) or does not have a flashing arrow sign fitted.

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- Where a TasNetworks TMP cannot be used, the Traffic Management Contractor shall be called in to set up an appropriate TMP.

5.3 TMPS AND SELECTION MATRIX

Use the following selection matrix to determine the most appropriate TMP to use and then click on the blue hyperlink to open the selected TMP up.

[TMPS SELECTION MATRIX](#)

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6 SITE MANAGEMENT

6.1 SITE MANAGEMENT CONTROL

- A work site comes under the control of a TasNetworks Job Manager or TasNetworks Service Provider Job Manager regardless of who has set up the traffic management for the site.
- The Job Manager is responsible for :-
 - Overall site management.
 - Ensuring traffic management persons also comply with requirements for, site safety and, working under an Access Authority where applicable.
 - Ensuring all persons at the work site comply with requirements of the TMP implemented.
 - Ensuring all TMC employees have **Instructed Person** accreditation to be allowed at a TasNetworks work site to set up a TMP.
- Before any site work can commence, the Job Manager shall conduct a Job Risk Assessment (JRA) and work in liaison with TMC employees and conduct a site tool box meeting to cover the following issues off :-
 - Outcomes from the JRA that affect TasNetworks and TMC employees and the safe working requirements to be adhered to.
 - The proposed TMP that will be implemented and see how this fits in with;
 - The type of work TasNetworks employees will be doing (e.g. static or moving work site) and;
 - What roles the TMC employees will be carrying out and;
 - What traffic management roles and activities TasNetworks or Civil Contractor employees will be carrying out and, from this discussion;
 - The Job Manager shall reach an agreement with the TMC employees on the TMP to implement.
- TMC employees shall carry and furnish proof of their traffic management qualifications if requested by a TasNetworks or Civil Contractor Job Manager, Line Manager or Auditor at a TasNetworks work site.

6.2 WHERE A TMP IS REQUIRED

Where work for TasNetworks is being undertaken within a public road reserve where;

- Work vehicles are parked on the road edge/shoulder or on the road or;
- Back from the road edge but work is being carried out by the employee(s) in the road reserve which may place them in danger from oncoming traffic e.g. removing the lid from a turret near the road edge to carry out inspection or repair work.

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6.3 WHERE A TMP IS NOT REQUIRED

- Where an TasNetworks employee or Contractor employee working for TasNetworks parks a work vehicle in a safe position in a public road reserve (so there is no need for a TMP), to remove tools and other equipment from the vehicle to work at the customer's private property. An example of this would be an Electrical Inspector parking the work vehicle and removing a step ladder and test equipment to carry out an electrical inspection inside the customer's premise.
- When carrying out work involving the movement of work vehicles on private property or at TasNetworks Depots. However, there is still an OH&S requirement to show a duty of care with vehicle movement and safety on private work sites and at TasNetworks Depots.

6.4 SETTING UP A TMP

6.4.1 GENERAL

- TasNetworks employees must use and set up an TasNetworks TMP where one is appropriate for simple traffic management requirements. This then frees up the TMC to implement TMPs for the more complex traffic management conditions.
- The address details and date and time the TMP was set up must be recorded (in the Traffic Mgt. Log Book for TasNetworks employees).
- For proper safety on site it is important that the TMP is set up to the layout and measurements shown.

6.5 GUIDELINES

- Where possible, avoid setting up an EWP at a TMP site where :-
 - The boom arm could swing outside the range of where the traffic cones have been set up.
 - The bucket would be placed over traffic passing below, as this creates a risk of tools and equipment falling out of the bucket onto vehicles or pedestrians.
- Take the following work factors into consideration when planning for traffic management :-
 - There may be a requirement later in the day for a Proline to arrive on site and swing a power pole into position for installation and back filling and therefore;
 - An TasNetworks TMP may be appropriate at the start of the job but, a TMC may be required to implement a TMP for when the Proline is on site later on.
- For a large job the TMP may spread over quite a distance therefore, ensure all TasNetworks work vehicles are stationed within the TMP cones and signs.
- There may be a requirement for an TasNetworks work vehicle to move outside the site TMP set up (e.g. to scope out work further down the road) and if so;
- The Job Manager shall ensure a TMP is put in place if the work vehicle is parked on the road edge/shoulder/verge or, encroaching out on the road or any TasNetworks employee is working on near the road edge (e.g. lifting a turret lid) where safety against traffic flow is an issue.

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6.6 MONITOR TMP

- Throughout all the TasNetworks tasks being implemented the Job Manager (and TMC if used) shall monitor that the appropriate TMP is in place and is effective in providing a safe work place against traffic and pedestrian flow and;
- This particularly applies to a large job on a moving work site where conditions will change and therefore, the TMP must be adjusted or changed where necessary to provide adequate safety and;
- This may require going back through the selection process again and changing to a higher or lower level TMP as required.

6.7 DE-MOBGING WORK SITE

- All work must be completed and all work vehicles and persons have left the site before any traffic management equipment is removed.
- Traffic management equipment must be removed from the work site as soon as possible after the work on site has been completed.
- The time the site was de-mobbed must be recorded (in the Traffic Mgt. Log Book for TasNetworks employees).

7 REFERENCES

- **Tasmanian Work Place Health and Safety Act .**
- [Tasmanian State Code of Practice \(Traffic Control at Work Sites\).](#)
- [Tasmanian Traffic Acts And Regulations.](#)
- [Tasmanian Roads & Jetties Act.](#)
- [AS 1742.3 Manual Of Uniform Traffic Control Devices Part 3: Traffic Control At Work Sites](#) and associated field guides :-
 - HB 81 Field guide for traffic control at works on roads.
 - HB 81.1 Short term urban works, day time only.
 - HB 81.2 Short term rural works, daytime only.
 - HB 81.3 Mobile works.
 - HB 81.4 Short-term night works.
 - HB 81.5 Works on unsealed roads.
 - HB 81.6 Bitumous surfacing works.
 - HB 81.7 Short-term works on freeways.
 - HB 81.8 Long-term partial closures and detours on urban roads.
 - HB 81.9 Long-term partial closures and detours on rural roads.

Note: The current HB series of field guides were last updated in 2003 and are out of date and may not line up with AS 1742.3 which was last updated in 2009.

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